

# Construction Projects: ARC Application Submission Format & Guideline Checklist

*Project applications should be submitted to the state ARC office. Applications should be arranged in the following section sequence and should include the following information.*

## Checklist

-	<p><b>SECTION 1 APPLICATION FORMS</b></p> <ol style="list-style-type: none"> <li>1) Federal Standard Form 424 (SF 424)</li> <li>2) Federal Standard Form 424C: Budget Information</li> <li>3) Federal Standard Form 424D: Assurances - Construction Programs</li> <li>4) ARC Form 1 (Construction; Renovation; or Equipment) <b>or</b> ARC Form 2 (Local Access Road)</li> <li>5) ARC Memorandum of Understanding</li> <li>6) HUD Certification (CDBG - administered projects only)</li> </ol>
	<p><b>SECTION 2 PROJECT PROPOSAL SUMMARY</b> <i>(suggested length 1 to 2 pages)</i></p>
—	<p><b>SECTION 3 PROJECT NARRATIVE</b> <i>(suggested length 5 to 10 pages)</i></p> <ol style="list-style-type: none"> <li>1) <b>Goals &amp; Objectives</b> - Relate the project to one or more of the ARC Strategic Plan goals and to one or more of the strategies in your State's Annual Strategy Statement.</li> <li>2) <b>Purpose &amp; Rationale for the Project</b> - Describe the principle purpose and rationale (need) for the project and the problems or issues the project will address.</li> <li>3) <b>Project Description</b> - Provide a detailed description of the major project activities, including what will be done, and an estimated date for project completion. A detailed engineer's report may be substituted or attached to the proposal for this subsection.</li> <li>4) <b>Relation to Other Local/Regional Activities</b> - Describe how the project meets the priorities of local or regional community or economic development plans. Describe efforts to coordinate the project with other area economic development activities.</li> <li>5) <b>Geographic Area</b> - Identify and describe the geographic area to be served.</li> <li>6) <b>Current &amp; Future Economic Value</b> - Identify the number of employers or households to be served, the number of existing employees, projected number of jobs to be created, and the amount of funds committed by the private sector (if applicable). If possible, describe how the project will assist with future economic development benefits in the area (e.g. provide estimates of how much additional land is available for future development along the proposed sewer or water line extension area or provide support letters from local economic development agencies regarding plans for future development along a proposed access road project).</li> <li>7) <b>Benefits and Performance Measures</b> - State the expected benefits to be derived from the project in quantitative and qualitative terms. State the outputs and outcomes in accordance with <b>ARC Performance Measurement Guidelines</b>.</li> <li>8) <b>Funding Need</b> - Detail the need for ARC funding and identify each different funding source for the project. Attach letters of commitment for <b>all</b> additional funding sources.</li> </ol>

<div>Checklist</div> <div> <div></div> <div></div> <div></div> </div>	<div>SECTION 4 SUPPORTING MATERIALS <i>(Include with project if applicable)</i></div> <div> <div>1) Engineer's report, including a detailed budget.</div> <div>2) Area map(s) and site specific drawings of the project service area.</div> <div>3) Letters of commitment from all matching fund sources.</div> <div>4) Basic agency letter of commitment to administer ARC funds.</div> <div>5) Letters of commitment from businesses or local economic development agencies stating estimated number of jobs to be created, jobs retained, level of new private investment, future development potential, etc. Letters must be specific in detail.</div> <div>6) Clearinghouse documentation (if required by the state).</div> <div>7) Other pertinent supporting materials that will lead to a better understanding of the proposed project.</div> </div> <div> <p><i>It is important to arrange the project application in the <u>section order</u> shown above to ensure timely and careful review of the application by the state ARC office and the ARC Commission office in Washington, D.C.</i></p> </div>
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